

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW ☐ 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER ☐ 3. REPLACES PD NUMBER

NHQMLRALD47013/14

RECOMMENDED

4. TITLE
SUPERVISORY SOIL SCIENTIST

5. PAY PLAN
GS

6. SERIES
470

7. GRADE
13/14

8. WORKING TITLE (Optional)
MLRA LEADER

9. INCUMBENT (Optional)

OFFICIAL

10. TITLE
SUPERVISORY SOIL SCIENTIST

11. PP
GS

12. SERIES
470

13. FUNC

14. GRADE
13/14

15. DATE
Month Day Year

16. I/A
☐ Yes ☐ No

17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	United States Department of Agriculture	5th	
2nd	Natural Resources Conservation Service	6th	
3rd		7th	
4th		8th	

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Program Scope and Effect	FL 1-3	550	6. Other Conditions	FL 6-4A	1120
2. Organizational Setting	FL 2-2	250			
3. Spvry. & Managerial Auth.	FL 3-2	450			
4. Personal Contacts A Nature of Contacts B	FL 4A-3,4B-3	175			
5. Difficulty of Work Directed	FL 5-7	930	27. TOTAL POINTS ←		3475
28. GRADE ←					13

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE 03/20/2008
31. NAME AND TITLE Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team	
32. REMARKS: This is a developmental position and the target grade GS-470-14 position description must be attached.	33. OPM CERTIFICATION NUMBER

Standards - OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98 and OPM JFS PROFESSIONAL WORK, NATURAL RESOURCES MGT & BIOLOGICAL SCIENCES, SEPT 05
FLSA - Exempt

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
16					

B. MASTER RECORD									
1. PAY PLAN (2)		2. OCC. SERIES (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFFICIAL TITLE (38)	
6. HQ. FLD. CD. (1)		7. SUP. CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT CLASS (6)	
1 = HQ 2 = FLD		1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		X = New Standard Applied Blank = NA		N = No Y = Interdis	
11. EARLY RET. CD. (1)		12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT. INACT/REACT (6)		15. AGENCY USE (10)	
1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		I = Inactive A = Active		MO DAY YEAR		MO DAY YEAR	
16. INTERDISCIPLINARY SERIES (40) (4) Per Block									
17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block									

C. INDIVIDUAL POSITION														
1. FLSA CD. (1)			2. FIN. DIS. REQ. (1)			3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)		
E = Exempt N = Nonexempt			0 = None 1 = CD 219 2 = CD 220			3 = SF 278 4 = AD 392 5 = SF 849			A = Sched A B = Sched B C = Sched C			0 = Excepted but not A,B,C		
6. WK. TITLE CODE (4)			7. WK. TITLE (38)			8. ORG. STR. CODE (18)			9. VAC REV CODE (1)			10. TARGET GD.		
1st 2nd 3rd			4th 5th 6th 7th 8th			0 = Position Action No Vacancy A = No Change			B = Lower Grade C = Higher Grade			D = Different title and/or series E = New Position/New FTE		
11. LANG. REQ. (2)			12. PROJ. DTY. IND. (1)			13. DUTY STATION (9)			14. BUS. CD. (4)			15. DT. LST. AUDIT (6)		
Blank = NA Y = Yes			Blank = NA Y = Yes			State (2) City (4) County (3)			MO DAY YEAR			MO DAY YEAR		
16. PAS. IND. (1)			17. DATE EST.			18. GD. BASIS. IND (1)			19. DT.REQ. REC. (6)			20. NTE. DT. (6)		
Blank=NA 1 = PAS			MO DAY YEAR			1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG			4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G			7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		
21. POS.ST. BUD (1)			22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)			23. DATE EMP. ASGN. (6)			24. DATE ABOL. (6)			25. INACT/ACT(1)		
Y = Perm N = Other			Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change			5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.		
9 = Other			26. DATE INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGENCY USE (8)		
MO DAY YEAR			MO DAY YEAR			MO DAY YEAR			MO DAY YEAR			MO DAY YEAR		
30. CLASSIFIER'S SIGNATURE												31. DATE		
32. REMARKS														
This is a developmental position GS-470-13/14 and the incumbent may be non-competitively promoted to the GS-470-14 position upon certification from the supervisor that the duty requirements are met.														

STANDARD POSITION DESCRIPTION

Official Title: Supervisory Soil Scientist

Working Title: MLRA LEADER

Classification: GS-0470-13/14

Classified By: NHQ-HRMD

Date: 03/20/2008

Note: This is a standard position description and can not be modified without approval from the Human Resources Management Division, Employment & Classification Team, NRCS, Washington, D.C.

INTRODUCTION

This is a developmental position designed to prepare the incumbent to assume the full scope of the target position, Supervisory Soil Scientist, GS-0470-14 (attached). The incumbent provides regional leadership and management for assuring the scientific accuracy and technical quality of soil survey digital and spatial data, including properties, classification, mapping, interpretation, database, text, and maps prepared for distribution in various formats. Also provides state leadership and program management in development, direction and quality control of the comprehensive and integrated statewide soil survey, National Resources inventory and technical soil service programs.

Incumbent will perform developmental assignments under supervision closer than normal until proficiency is demonstrated. Incumbent may be non-competitively promoted to the target position upon: 1) demonstrating the capacity to perform the full range of duties at the target level satisfactorily; 2) meeting all legal and regulatory requirements; 3) certification by management that the target position still exists; and 4) recommendation by the supervisor.

Performs other duties as assigned.

CONDITION OF EMPLOYMENT – Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

COMP LEVEL – (Designated by state or region)

EVALUATION FACTORS

1. FACTOR 3. SUPVY & MANAGERIAL AUTHORITY LEVEL 3-2C 450 Points

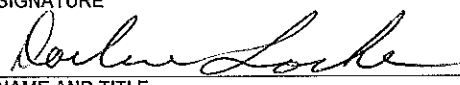
Plan, directs, and coordinates the activities of subordinates, establishes priorities, sets deadlines, develops schedules for accomplishment of work, distributes work assignments, explains work requirements and objectives, and insures personnel are used to best advantage. Advises and assists subordinates in solving unusual problems, and renders decisions on controversial matters. Develops performance standards, rates employees'

performance, and provides or arranges for training. Receives and informally attempts to resolve employee complaints and grievances, referring more serious problems with recommendations to supervisor, and initiates or proposes disciplinary actions. Incumbent initiates personnel actions, and interviews and selects new employees.

CONCLUSION - This position is classified as Supervisory Soil Scientist, GS-470-13/14. The total point assigned to the GS-470-13 position is 3475 and fall within the point range for the GS-13 level

This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.


POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET									
1. NEW <input type="checkbox"/>		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER HRMD-MLRA-001				3. REPLACES PD NUMBER													
RECOMMENDED																			
4. TITLE SUPERVISORY SOIL SCIENTIST								5. PAY PLAN GS		6. SERIES 470		7. GRADE 14							
8. WORKING TITLE (Optional) MLRA LEADER								9. INCUMBENT (Optional)											
OFFICIAL																			
10. TITLE SUPERVISORY SOIL SCIENTIST																			
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER											
GS	470		14	Month	Day	Year	<input type="checkbox"/> Yes <input type="checkbox"/> No												
8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)																			
1st	United States Department of Agriculture						5th												
2nd	Natural Resources Conservation Service						6th												
3rd							7th												
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I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.																			
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4. Personal Contacts A Nature of Contacts B		FL 4A-3,4B-3		175															
5. Difficulty of Work Directed		FL 5-7		930				27. TOTAL POINTS ←		3800									
								28. GRADE ←		14									
CLASSIFICATION CERTIFICATION																			
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29. SIGNATURE 								30. DATE 05/27/2008											
31. NAME AND TITLE Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team																			
32. REMARKS: This is a developmental position and the target grade GS-470-14 position description must be attached.								33. OPM CERTIFICATION NUMBER											
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6. WK. TITLE CODE (4)		7. WK. TITLE (38)													
8. ORG. STR. CODE (18)		9. VAC REV CODE (1)													
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				Blank = NA Y = Yes		State (2) City (4) County (3)				MO DAY YEAR		Blank=NA 1 = PAS		MO DAY YEAR	
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MO DAY YEAR		MO DAY YEAR		I = Inact. A = Act.		MO DAY YEAR									
30. CLASSIFIER'S SIGNATURE											31. DATE				
											5-27-08				
32. REMARKS															
Minor modifications made to the 9/27/2007 classified by Jerome Bonner. 5/27/08 mdl															

STANDARD POSITION DESCRIPTION

Official Title: Supervisory Soil Scientist

Working Title: MLRA LEADER

Classification: GS-0470-14

Number: HRMD-MLRA-001

Classified By: NHQ-HRMD

Date: 09/27/2007 (Format Update 6/3/08)

Note: This is a standard position description and can not be modified without approval from the Human Resources Management Division, Employment & Classification Team, NRCS, in Washington, D.C.

INTRODUCTION

This position is located in a MLRA Regional Office. The incumbent provides MLRA regional leadership and management for assuring the scientific accuracy and technical quality of soil survey digital and spatial data, including properties, classification, mapping, interpretation, database, text, and maps prepared for distribution in various formats. Also provides state leadership and program management in development, direction and quality control of the comprehensive and integrated statewide soil Survey, National Resources Inventory and technical soil services programs.

MAJOR DUTIES

1. Technical Leadership (50%)

- a. Provides leadership, technical expertise, and quality assurance in all phases of the soil survey program within the assigned soil survey region. This includes mapping, classification, correlation, investigations, interpretations, map compilation and map finishing, publications, and database management. Ensures that soil surveys and other services are responsive to the needs of the various users, are in compliance with standards and policies, and that resources are utilized efficiently and economically.
- b. Provides leadership for development and implementation of the soil survey program in the MLRA region. This includes developing and maintaining a long-range plan for completing the initial inventory of soil surveys and for updating the soils database to meet major user's needs. It also includes management of the state soil survey fund allocations to meet annual and long-range soil survey needs.
- c. Provides technical leadership in providing training and technical guidance to MLRA project office staff members and resource soil scientists on soil surveys.
- d. Provides technical leadership for assuring that adequate quality control is carried out in MLRA project offices.
- e. Consults with and advises other national office soil scientists, state office soil scientists, and directors of cooperating agencies on both technical and administrative

problems affecting the progress and technical quality of soil surveys incumbent is essentially the final authority in technical quality of soil survey.

f. Serves on national committees related to making and using soil surveys, collaborates with other MLRA Leaders; NSSC Director, Director of Soil Survey Division; Soil Scientists and national leaders with other Federal agencies; State Experiment Station Soil Survey Leaders; and Soil Survey Division specialists to coordinate soil survey work.

g. Works within a team concept and implements ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

2. Coordination of Technical Services (25%)

a. Serves as key person in the development of criteria for interpretation to meet local needs, laws, and ordinances.

b. Provides leadership for technical' soil services and integrating soils information into all Natural Resources Conservation Service (NRCS) programs in a specified state. Encourages NRCS personnel to emphasize to others the importance of soil surveys in land use planning and decision-making.

c. Provides leadership and coordination in soils training for all disciplines in NRCS, state agencies, and other users of soil survey information in the state and region. Participates in management functions relating to the various state programs.

d. Provides a state/regional level interdisciplinary role in leadership or technical and resource application teams, technology transfer of soils information, and develop and maintain technical guides; for example, hydric soils list, HEL list, etc, and in state level support of Farm Bill activities.

e. Coordinates NCSS policies and procedures with all cooperators in the state including the interagency cost share agreements for soil survey. Represent NRCS in matters pertaining to soil surveys as a liaison with other Federal, state, and local units of government, institutions, and other organizations.

f. Responsible for providing and maintaining a safe and healthy working environment, requiring subordinates, and others to use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

3. Supervision (25%)

a. Provides supervision to members of subordinate staff of soil scientists, resource soil scientist, GIS specialist. MLRA soil survey office staff; soil resource specialists and other disciplines through subordinate supervisors and principal staff members. Soil Survey Staff, possible GIS Staff, and MLRA Soil Survey Leaders, performing a full

range of supervisory functions. Contingent on state technical supervision may include staff leadership for the NRI and/or GIS activities. This includes providing overall leadership of program activities, making work assignments, evaluating performance, interviewing candidates and making selections, determines training needs. Hears and resolves serious employee complaints and grievances; reviews serious disciplinary cases and disciplinary problems involving key staff; gives advice, counsel, or instructions to employees on technical and administrative issues.

b. Manages available staff resources by preparing long and short range business plans for staff activities, preparing and monitoring budgets and funding requests, organizing work, and controlling work products so that the resulting plans are in conformance with existing laws, rules and regulations, guidelines, and policy.

4. Equal Employment Opportunity and Civil Rights

a. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments); separations, grievances, and other personnel actions. Emphasizes meeting the objectives of equal opportunity, and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age, or physical or mental handicap.

b. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or physical or mental handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with plans of operation in all units under their supervision, as well as by recipients.

Performs other duties as assigned.

EVALUATION FACTORS

1. PROGRAM SCOPE AND EFFECT – LEVEL 1-3 (550 POINTS)

a. **SCOPE:** Assignments are concerned with regional leadership of a comprehensive and integrated MLRA region-wide soil survey program and statewide determination of priorities in the state business plan, budget formulation and management, and personnel management. The assignments include budget management, mapping, classification, correlation, interpretations, field and laboratory studies, technical soil services, investigations in soil genesis and morphology, database management, and preparation and review of soil survey reports for publications. The work involves cooperation with Federal, state, and local agencies.

b. The incumbent must develop plans and strategies to improve the use of available resources while meeting the program's immediate and long-range objectives. Technical expertise, as well as considerable judgment, is required to develop technical and procedural guidelines that are in compliance with general agency guidance and also are adaptable to local conditions that vary considerably within and between states.

c. The soils within the MLRA region and state are diverse and, in many areas, occur in very complex patterns. Soil series represent significant interactions and differences in parent material, topography, rainfall, temperatures, and vegetation across the MLRA region and state. This, in concert with conflicting land use proposals, creates complex and sensitive situations requiring the incumbent to exercise a great deal of ingenuity in dealing with involved parties and developing new approaches and methods applicable to potential technical and public relations problems.

d. **EFFECT:** The incumbent is required to serve as an expert, resolving complex and unusual problems, representing the Agency in coordinating work with other agencies, and resolving operational difficulties. The work requires efficient planning and utilization of resources and program assessment to assure effectiveness and technical competency of decisions made and project results. The quality, quantity, and timeliness of program activities directly affect overall NRCS activities and credibility region-wide, statewide, local economic development and established economics, effective utilization and conservation of natural resources, and operations of other agencies.

2. ORGANIZATIONAL SETTING – LEVEL 2-2 (250 POINTS)

This position is under the supervision of the state conservationist, a GS-15 position which reports to a Regional Assistant Chief, a SES level position. The state conservationist provides guidance in defining priorities and commits resources to projects based on the soil survey strategic plan, the incumbent's recommendations, and conformance to NRCS strategic plans. Guidance is in general terms. The incumbent is accountable to the Regional Assistant Chief in matters of regional in scope. The incumbent independently defines objectives and activities, makes work plans, develops methods of study, and apportions time spent on various phases of the work. Considerable originality and initiative are required in the development and application of theories and methods.

3. SUPERVISORY & MANAGERIAL AUTHORITY – LEVEL 3-3 (775 POINTS)

a. The employee is responsible for planning the work to be accomplished by subordinates in terms of short-and long-range plans; evaluating the work performance of subordinates; writing positions descriptions and Job analysis for positions supervised; serving as a subject matter expert for panels; interviews, selects, promotes, and reassigns employees for positions; hears and resolves grievances from employees and refers more serious complaints to higher level supervisor; takes appropriate disciplinary actions when necessary and works with employees to identify training needs.

b. In addition, the incumbent is responsible for directing, coordinating and overseeing the work through other subordinate supervisors, team leaders, coordinators, contractors, and others as assigned; exercises significant responsibilities in dealing with officials of other Federal, state, and government entities; makes decisions on work problems presented by subordinate supervisors, team leaders, other personnel, and contractors; recommends and makes selections for subordinate supervisors; directs major MLRA region and state projects with significant resources and with overall responsibility for the economic and efficient use of these resources; makes decisions on training needs and training requests when submitted from employees.

4. NATURE & PURPOSE OF CONTACTS- LEVEL 4A-3 AND 4B3 (175 POINTS)

a. Nature of Contacts - Contacts are with influential decision-makers and conservation leaders including public officials, university staff members, professional organizations, and NRCS specialists of equal or higher grades nationwide.

b. Purpose of Contacts - The purpose of contacts is to promote cooperation between cooperating parties, to influence the funding of projects by other Federal or local government agencies, to promote the use of soil survey information, and to secure adequate interpretations and descriptions of soils data

5. DIFFICULTY OF TYPICAL WORK DIRECTED – LEVEL 5-7 (930 POINTS)

The incumbent supervises a staff whose workload is at least 25% at the GS-12 grade level. Subordinates exercise a high degree of independence in the performance of duties, additionally; the incumbent supervises a staff GS-470-11 Soil Survey Leaders located at various offices throughout the state.

6. OTHER CONDITIONS – LEVEL 6-4 (1120 POINTS)

The incumbent has supervision and oversight responsibilities that require significant and extensive coordination and integration of a number of state and MLRA projects of professional and scientific personnel up to and including the GS-13 level. The position is located in the MLRA Regional Office and provides MLRA regional leadership and management for assuring the scientific accuracy and technical quality of soil survey digital and spatial data throughout the state and region.. The GS-13 work supervised is positions that are based on an extraordinary degree of independence from supervision; therefore, these grades were not used to determine the factor point value.

CONCLUSION

This position is classified as Supervisory Soil Scientist 08-470-14. The total point assigned to this position is 3800 and fall within the point range for the GS 14 level.

This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.